

**Tool: Milestone Chart**

WHAT IT IS	A chart that shows the high-level picture of a project’s scheduled and actual milestone start and completion dates.
WHEN TO USE IT	<p>During the planning phase to provide a broad-brush picture of the implementation’s expected progress.</p> <p>During implementation to track milestone activity.</p>
HOW TO USE IT	Fill in the chart by recording key events that are identified as milestones or that need approvals before the change can proceed. Include key task events as well as events that have to be tracked for other than project progress, for example, those events that senior management have identified for special review.

A sample format for a Milestone Chart follows:

MILESTONE	SCHEDULED START	ACTUAL START	SCHEDULED COMPLETION	ACTUAL COMPLETION